

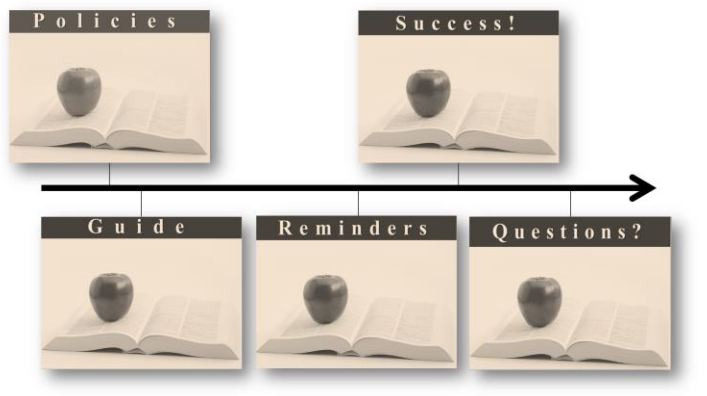
# November 2015 NSLP Webinar



**Child Nutrition Programs**  
Idaho State Department of Education  
**Tamara Donovan, RD, LD**  
NSLP Coordinator  
**Heather Blume, MS, RD, LD**  
Nutrition Assessment and Promotion/NSLP

Good Afternoon! My name is Tamara Donovan and I am a coordinator with the National School Lunch Program. Heather Blume, who usually facilitates the monthly webinars is out of the office, so I will be your facilitator for November's webinar.

# O b j e c t i v e s



Our objectives today are to discuss the recently released policy memos and Q & A, have an overview of the State agency's new Idaho School Nutrition Reference Guide, and then address some program reminders. After covering the reminders, we will share a few success stories gathered during our NSLP Administrative Reviews and then we will end with the opportunity for you to ask questions.

## **Professional Standards** *Key Area*

**Administration- 3000**

*Program Management– 3200*

<http://professionalstandards.nal.usda.gov/>

In order to record this webinar as training to meet the requirements for the new professional standards regulations, we have included the learning code pertinent to this webinar here. Please count the time you spend viewing this webinar toward your annual training requirements and remember you must track training for foodservice employees.

The USDA site shown allows school nutrition staff to search for training that meets their learning needs. Each listing under the site contains information about the training, including how to access, develop and date training, the learning objectives covered, and more.

## **Professional Standards** *Training Tracking Tool*

**FNS online tracking tool at:**

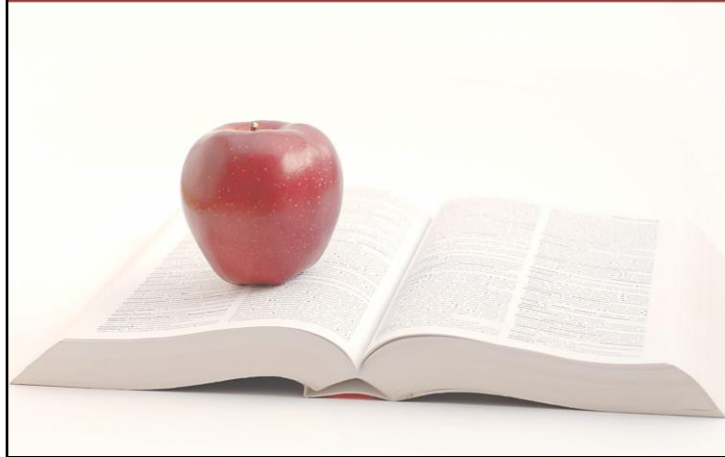
<http://www.fns.usda.gov/school-meals/professional-standards>

**Professional Standards Training Log (Word doc) &  
Professional Standards Training Tracker (Excel file) in:**

MyIdahoCNP > Download Forms > Professional Standards

Speaking of tracking training, the following is a brief explanation of the new Professional Standards: The United States Department of Agriculture established minimum Professional Standards for school nutrition professionals who manage and operate the National School Lunch and School Breakfast Programs, effective July 1, 2015. The standards provide annual training requirements for all school nutrition professionals. It is required that some form of documentation be kept on file to show Professional Standards compliance; options include the FNS online tracking tool at the site you see here, and two Professional Standards tracking resources available in MyIdahoCNP under Download Forms, in the Professional Standards section. You can also find information on Professional Standards and a host of other NSLP-related topics in the new Idaho School Nutrition Reference Guide.

# P o l i c i e s



Now we will take a look at each of those policy memos...

# Policy Memos

**SP 01-2016:**

*Procuring Local Meat, Poultry, Game, and Eggs for Child Nutrition Programs*

**SP 02-2016:**

*Questions and Answers on the Transition to and Implementation of 2 CFR Part 200*

**SP 03-2016:**

*Procurement Standards and Resource Management Requirements related to Franchise Agreements*

**SP 04-2016:**

*Local Agency Procurements Reviews: School Year 2015-2016*

**SP 09-2016:**

*Paid Lunch Equity: School Year 2016-2017 Calculations and Tool*

There were a number of policy memos that were released since the last webinar and these are listed here. Today we will mention the Policy Memos seen on this slide.

## SP 01-2016:

### *Procuring Local Meat, Poultry, Game, and Eggs for Child Nutrition Programs*

**SP 01-2016:** *Procuring Local Meat, Poultry, Game, and Eggs for Child Nutrition Programs* discusses the regulations related to purchasing and accepting local sources of meat, poultry, game, and eggs. There are a number of Federal agencies that inspect meat, poultry, and eggs so there are a number of requirements that must be met if you are using an alternate source for meat/meat alternate foods. Primarily, these foods still need to be inspected, and State and local health codes must be followed. If you still have questions about accepting local sources of meat, poultry, game and eggs, please refer to the questions and answer section of this policy memo.

## SP 02-2016:

### *Questions and Answers on the Transition to and Implementation of 2 CFR Part 200*

**SP 02-2016:** *Questions and Answers on the Transition to and Implementation of 2 CFR Part 200* provides information about the new rules and regulations that were released on December 26<sup>th</sup>, 2014. These new rules are known as 2 CFR Part 200, or more commonly as the Super-Circular. This policy memo addresses questions related to procurement activities using Federal funds including:

- Written standards of conduct covering conflicts of interest
- How to award contracts to responsive and responsible vendors
- Maintaining documentation of the procurement
- Having written procedures for procurement transactions that incorporate clear and accurate description of technical requirements for the material, product, or service to be procured

This policy memo also provides definitions for micro-purchase procedures, small purchase procedures, sealed bids, competitive bids, and noncompetitive proposals. Please refer to this memo for further guidance and clarification.



## SP 03-2016:

*Procurement Standards and Resource Management Requirements related to Franchise Agreements*

**SP 03-2016:** *Procurement Standards and Resource Management Requirements related to Franchise Agreements* is a policy memo that addresses the proper way to obtain a bid from a franchise vendor. Franchise agreements often have provisions that are inherently problematic for Child Nutrition Programs because they entail having a school or sponsor to essentially “buy” into an agreement with a commercial vendor for the purpose of exclusively marketing and selling that company’s goods or services as opposed to having that vendor submit a bid for its products during a competitive process. While it may be possible to sell the products of a franchise, these products must be competitively procured from among competitively solicited franchises. Please pay attention to these requirements in order to follow procurement regulations. Please refer to this memo for further guidance and clarification.

## SP 04-2016:

*Local Agency Procurements Reviews: School Year 2015-2016*

**SP 04-2016:** *Local Agency Procurements Reviews: School Year 2015-2016* briefly explains how the local agency procurement reviews will take place during the 2015-2016 school year. The Food and Nutrition Services department of USDA is currently developing a Local Agency Procurement Review Tool to help State agencies review procurement at the local level. This tool will be pilot tested to determine effectiveness in school year 2015-2016. Compliance will be assessed by reviewing documentation of the procurement procedures according to the Federal regulations that were in effect at the time of the procurement. Please refer to this memo for further guidance and clarification.

## SP 09-2016:

*Paid Lunch Equity: School Year 2016-2017  
Calculations and Tool*

**SP 09-2016:** *Paid Lunch Equity: School Year 2016-2017 Calculations and Tool* announces that the Paid Lunch Equity Tool for school year 2016-2017 has been released. For school year 2016-2017, the requirement for the weighted average of paid lunches has been increased to \$2.78. Sponsors that do not have a weighted average of \$2.78 are required to adjust their weighted average lunch price or add non-Federal funds to the non-profit school foodservice account. Please refer to this memo for further guidance and clarification.

## Q & A

**Q: Since studies show minimal sodium reduction with rinsing, should the SA use the sodium noted on the food label even if the SFA rinses canned vegetables and beans?**

A: There is no way to quantify exactly how much sodium is reduced by rinsing canned vegetables. The few studies published that have researched this issue, including an [ARS study](#), indicate that rinsing canned vegetables minimally reduces sodium content. Thus, when conducting a nutrient analysis, the State agency should input the sodium content listed on the can, even if the SFA rinses the vegetable before preparing it.

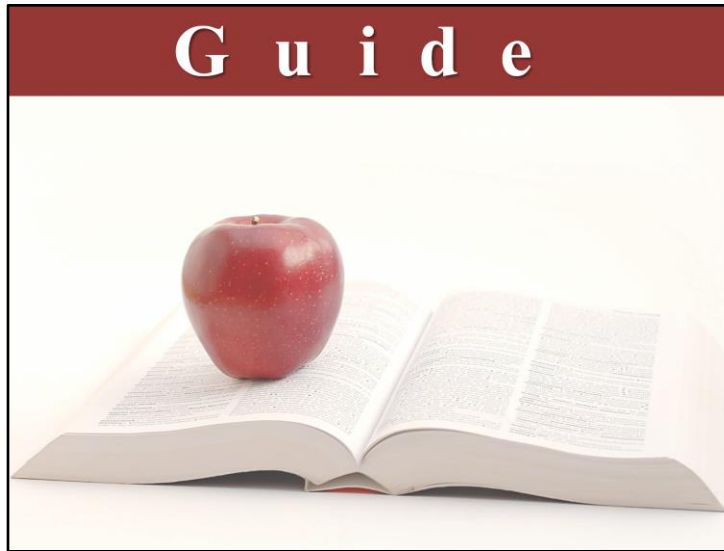
Here is Q and A regarding sodium levels and the rinsing of canned vegetables and beans.  
The question is: *Read Slide...*

*ARS is Agricultural Research Service*

## Policy Memo Link



If you want more information on these policy memos and Q & A, please see our website for easy access. Simply go to the Child Nutrition Programs homepage and click on the State Guidance icon, then click on NSLP which will take you to the USDA page for access to school meal policies and FNS regulations.



Now we will take a few minutes for a general overview of the Idaho School Nutrition Reference Guide. As you know, there have been many changes in rules and regulations for Child Nutrition Programs over the last few years. The old manual contains **outdated** information. So, if you have any hard copies of the old manual, please send those pages to the recycling bin as that manual is out of date!

It is our intent to spotlight a section of the Reference Guide each month during the monthly webinars, with emphasis given to timely topics.

## Idaho School Nutrition Reference Guide



When we were evaluating how to best update the old Foodservice Manual, we noted the following goals we hoped to address with the updates:

First, we wanted to cover the basic rules, processes, and background information on Child Nutrition Programs. We did not intend to create a detailed manual that discusses every situation and regulation associated with the USDA's programs. The new Reference Guide provides an overview of topics.

We wanted to create a tool that covered the bulk of what's involved in running federally funded Child Nutrition Programs AND allow the user to efficiently access a lot of helpful information and links in one convenient location.

We also wanted the Guide to be utilized by various interested parties including foodservice directors, foodservice employees, principals, superintendents, parents, etc. It is not catered to the needs of one particular group.

And remember, the Guide is a fluid document. It is meant to be updated and modified frequently, so printing off the Guide is not recommended. Accessing the Guide online is the best way to guarantee you are following the most current guidelines.

# Idaho School Nutrition Reference Guide

Where can I find the new guide?



[Idaho State Department of Education, Child Nutrition Programs](http://www.idaho.gov/Child-Nutrition-Programs)

Let's discuss some of the logistics of this new tool. Very importantly, where can this tool be found? It is located in a familiar spot, on the Child Nutrition Programs website.

You will select the National School Lunch Program, then looking at the options under NSLP on the side bar, you will select Idaho School Nutrition Reference Guide. Please be aware that the State Department of Education's website is undergoing a remodeling, so the Reference Guide's location will be accessed differently in the near future. Rest assured that this resource will still be available, though, and should be even easier to locate once the remodel is complete.



# Idaho School Nutrition Reference Guide

## What information is included in the guide?

- Administrative Review
- Afterschool Snack Program
- Benefit Issuance
- Breakfast Meal Pattern
- Civil Rights
- Claims
- Direct Certification
- Farm to School
- Financial Requirements & Resource Management
- Food Safety
- Fresh Fruit and Vegetable Program
- Lunch Meal Pattern
- Marketing
- Menu Planning
- MyIdahoCNP
- Offer Versus Serve
- Point of Service & Meal Counting
- Procurement
- Production Records
- Professional Standards
- Smart Snacks (All Foods Sold in School)
- Special Dietary Needs
- Special Milk Program
- Special Provisions
- Summer Food Service Program
- Timelines, Reporting, & Recordkeeping
- USDA Foods and Inventory Control
- Verification
- Wellness
- Glossary
- Additional Resources

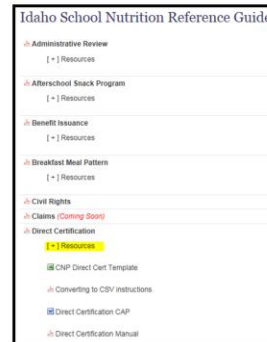
What information is included in the guide? As you can see, this is quite a list of topic sections; a few are “coming soon”. The topics address various aspects associated with implementing and monitoring USDA school nutrition programs. The information is not limited to only the National School Lunch Program, note the sections on the School Breakfast Program, Fresh Fruit and Vegetable Program, Special Milk Program, etc. There is also a brief Summer Food section, as it’s common for NSLP sponsors to also be Summer Food sponsors or they may be considering becoming a Summer Food sponsor.

The Reference Guide sections provide guidance on how to be in compliance with USDA Child Nutrition Programs regulations but are not meant to be detailed, step-by-step instructions; rather the information contained in the sections gives a general overview. In addition, some sections are not focused as much on compliance with regulations, but are meant to provide helpful tips and general background information on USDA programs. (such as the Farm to School section)

# Idaho School Nutrition Reference Guide

How do I use this guide?

- [Reference Guide homepage](#)
- Headings
- [ + ] Resources



How do you use the Reference Guide?: To recap, first get to the Reference Guide homepage via the Child Nutrition Programs page, then click on the header of the section you are interested in reading. Some sections will have manuals and other documents listed under the “Resources” option under the header, as the Direct Certification section shown here. I clicked on the “plus sign Resources”, which I’ve highlighted, to expose the important manuals and other information available under the DC section.

Some sections do not have any additional resources to list (such as the Civil Rights section). In addition, many more pertinent resources will be listed in the *Additional Resources* section, which is currently being built. And something else to keep in mind: if a section has a USDA or State agency manual already developed on that topic - for example, there is a Direct Certification Manual (from the State), multiple Verification Manuals (from the State), and an Offer Versus Serve Manual (from the USDA) - expect these sections of the Guide to be brief. We want to utilize the manuals already developed on these topics and, therefore, the content of the Reference Guide will not be overly detailed. Please utilize the appropriate USDA manuals if they are available.

# Idaho School Nutrition Reference Guide

How often will the guide be updated?

- *Periodically* and as needed
- Links centralized
- Inform NSLP staff if broken link or outdated information

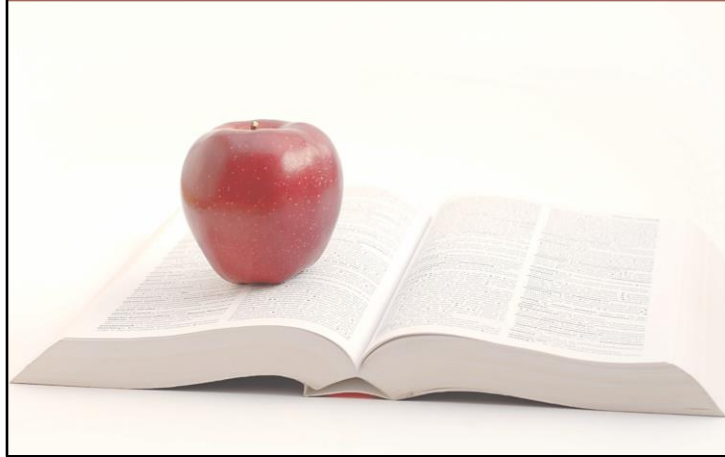


State agency staff will be regularly monitoring the Guide's content and updates will be made as often as able and needed. New information may not be immediately updated in the Guide; please keep informed of policy memos, updates to USDA manuals, and other necessary information related to the participation and running of USDA meal programs.

Be aware that links are not imbedded into the sections of the guide, all links to other webpages will be located in a centralized section, under *Additional Resources*, to allow for easier management of the links. *Additional Resources* is coming soon!

Also, please let the State agency know if you discover a link that is no longer working or any information that needs to be updated.

# R e m i n d e r s



Now we will move on to reminders:

## Setting Adult Meal Prices

### SETTING THE PRICE FOR ADULT MEALS

Adult meals cannot be subsidized by federal funds. That is why teachers and other staff members must be charged a higher price than students even if the meal is exactly the same. Schools may either 1) charge all a la carte prices or setting an adult unit price for the whole meal. OR 2) Use the "per meal cost" listed on the Year End Report and add tax to arrive at a fair price for adults meals.

1. To base adult meal prices on the free reimbursement rate, you can use the following formula:

DIRECTIONS	Lunch	Lunch (severe Need)	Severe Need Breakfast	Non Severe Need Breakfast
Value of USDA Foods (SY2015-16)	\$0.3125	\$0.3125	\$0.00	\$0.00
Value of Free Student Reimbursement (SY2015-16) Plus Six Cents	\$3.13	\$3.15	\$1.99	\$1.66
Subtotal	\$3.4425	\$3.4625		
Sales Tax (6%)	\$0.2065	\$0.2078	\$0.1194	\$0.0996
<b>TOTAL = Adult Meal Price</b>	<b>\$3.65</b>	<b>\$3.67</b>	<b>\$2.11</b>	<b>\$1.76</b>

This calculation shows that the adult should be charged at least \$3.65. The Idaho State Department of Education does not cap prices for adults or for a la carte items. Prices must be set to cover all of the cost of producing and serving the meal.

2. To base adult meal prices on the per meal cost, you must use the following formula (chapter 5 of the Financial Management handbook):

DIRECTIONS	SAMPLE	YOUR SCHOOL
Total Annual Cost of Purchased Food Used	\$1,171,759.00	\$
Total Reimbursable Lunches	286,940	
Additional Meal Equivalents (adult lunches, breakfast, snacks, non-reimbursable food sales)	220,973	
Revenue per meal	\$2.31	
Sales Tax (6%)	\$0.1386	
<b>TOTAL = Adult Meal Price</b>	<b>\$2.45</b>	

How do your adult meal prices measure up?

#### NONREIMBURSABLE MEAL PRICE CALCULATION

The school food service sets a goal of 38% as a desirable food cost percentage for the school year.

Raw Food Cost .52 DIVIDED BY Desired Food Cost 38%  
 $.52 / .38 = 1.37$  base selling price (round up to \$1.40 or \$1.50 for ease at the cashier)

A recent topic of conversation has been setting adult meal prices. As a follow-up to the recent email regarding the topic, if your district was approved during the renewal process to charge a certain price for adult meals, then adult meal prices do not need to be raised for the current school year, but now is the time to begin planning for an increase to \$3.65 for adult meals (and second student meals). The State agency does, however, request that they be raised during Administrative Reviews if the adult meal prices are below the current value of the Federal reimbursement and USDA Foods used during the renewal process. Each year the Federal reimbursement rates are released *after* most NSLP Renewal Applications are approved and as the reimbursement rates go up, the value of adult meals goes up, and since they can't be subsidized by the Federal reimbursement for student meals, the price must be raised if found to be deficient during a review. Additionally, recent information indicates that adult meal prices will need to be at least \$3.65 before the 2016-17 application for renewal. If you have further questions about this topic please feel free to contact the State agency.

## Program Operation Times



While the time for renewal applications has passed, it is still to your benefit to make sure that program operation times are accurate. The State agency uses the meal service times listed in MyIdahoCNP to know when to arrive for the Administrative Reviews so please make sure these are updated if your meal times have changed.

## NEW Civil Rights Non-Discrimination Statements

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, religious creed, disability, age, political beliefs, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](#) (AD-3027) found online at: [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992.

Submit your completed form or letter to USDA by:

- (1) mail: U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410;
- (2) fax: (202) 690-7442; or
- (3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

This institution is an equal opportunity provider.

The USDA has released new Civil Rights non-discrimination statements. This slide shows the new long statement.

The non-discrimination statement is a USDA statement that must be present on all publications and media announcements mentioning USDA Child Nutrition Programs. The *long* non-discrimination statement must be listed on all printed material over one page in length. The *short* non-discrimination statement may be used on printed materials that are only one page or one sheet of paper (including front and back) in length.

The revised statement needs to be updated on any materials printed from this point. The statements are available at the CNP website under the Civil Rights icon.

**NEW Civil Rights  
Non-Discrimination Statements**

English:

This institution is an equal opportunity provider.

Spanish:

Esta institución es un proveedor que ofrece  
igualdad de oportunidades.

This slide shows the new non-discrimination short statement in English and Spanish for use on any document that is **one page or one sheet of paper** in length (including front and back). The new short statement reads: This institution is an equal opportunity provider.



## **NEW Civil Rights Non-Discrimination Statements**

### **FNS public notification policy:**

- Websites must be updated by December 31, 2015;
- Documents, pamphlets, brochures, etc., using non-discrimination statement (NDS) language prior to 2013 must be updated by December 31, 2015;
- Documents, pamphlets, brochures, etc., using 2013 NDS language should be updated when supplies are exhausted or by September 30, 2016; and
- All new printing must use the 2015 NDS

Here is guidance on the new Civil Rights non-discrimination statements:

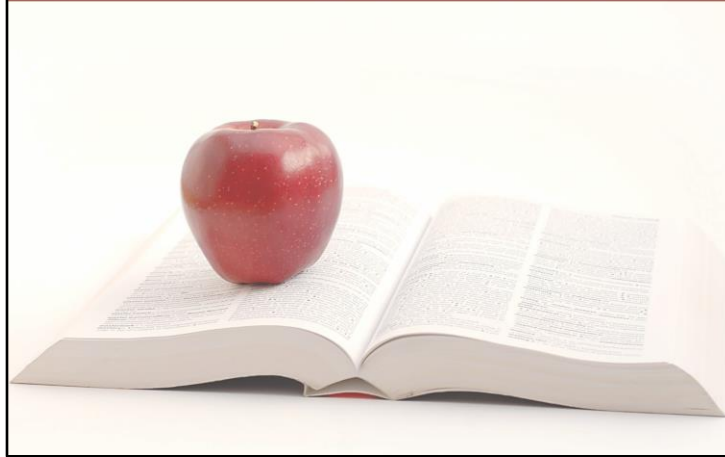
The FNS public notification policy reads as shown: Read Slide

## 2015 Administrative Review Manual



The last reminder is that the 2015 Administrative Review Manual is now accessible under Applications > Download Forms. Be sharp and keep up-to-date by reviewing information available at MyIdahoCNP and at the CNP website.

# S u c c e s s !



Now we will take a look at a couple of success stories.

## FFVP Success!



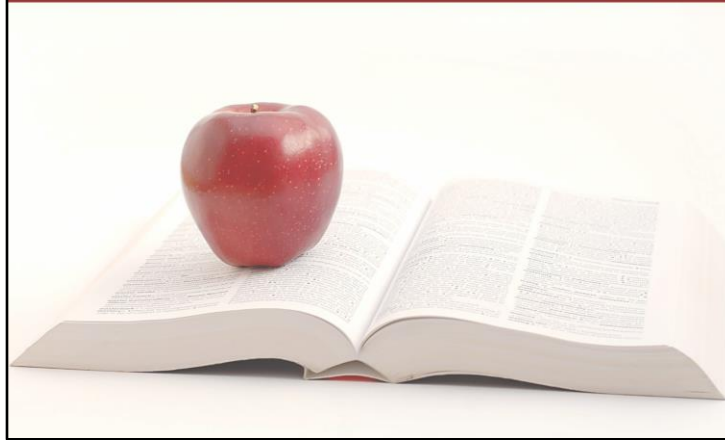
Here is a success story from the Coeur D'Alene School District, highlighting their wonderful Fresh Fruit and Vegetable Program. This photo depicts how the school informed parents about the Fresh Fruit and Vegetable Program during an open house and a health fair. Wow! It looks inviting and informative.

## S a l a d   B a r S u c c e s s !



Here is another Coeur D'Alene success. This photo is of a salad made to order at Lake City High School. It was as delicious as it looks!

# Questions?



That does it for our brief review of the latest updates, Idaho School Nutrition Reference Guide, reminders, and success stories. Please type your questions in the dialogue box if you have inquiries about the topics covered here today.

## Thank You for Attending

Please contact Child Nutrition Programs at [208-332-6820](tel:208-332-6820) if you have any questions regarding the information in this webinar.

**Disclaimer:** Accuracy of the information shared today is guaranteed only as of the recording date. USDA may issue more guidance or further clarification regarding items discussed in today's webinar.

This concludes our webinar for today. Please contact Child Nutrition Programs at 208-332-6820 if any additional questions arise regarding the information in this webinar.

**Disclaimer:** Please remember that the accuracy of the information shared today is guaranteed only as of the recording date. USDA may issue more guidance or further clarification regarding items discussed in today's webinar.

## USDA Non-Discrimination Long Statement:

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, religious creed, disability, age, political beliefs, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

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- (3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov)

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Thank you all and have a good day.